

13 FAM 380

MANDATORY UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT TRAINING

(CT:TPD-22; 03-27-2015)
(Office of Origin: FSI)

13 FAM 381 MANDATORY USERRA TRAINING FOR DEPARTMENT OF STATE EMPLOYEES

(CT:TPD-22; 03-27-2015)
(State Only)

- a. In order to meet the requirements of the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. 4335), also known as "USERRA," certain Federal executive agency personnel are required to complete training on the USERRA provisions regarding employment and reemployment rights for veterans and members of Reserve components. The prescribed Foreign Service Institute (FSI) course is "EX500 – Uniformed Services Employment and Reemployment Rights Act."
- b. USERRA training is mandatory on an annual basis for:
 - (1) All human resource professionals, to include Human Resource Officers in bureaus and posts;
 - (2) Hiring managers and all raters and supervisors;
 - (3) Uniformed employees eligible for active duty activation; and
 - (4) Any employee involved in interview panels and review boards. This includes Public Members on Selection Boards and all members of Selection, Tenure and Commissioning, Reconstituted, Performance Pay and Performance Standard Boards.
- c. Bureaus are responsible for:
 - (1) Identifying which of their employees require annual training (collectively, "covered employees") and identify them as such within the Mandatory Training Dashboard in the Knowledge Center; and
 - (2) Ensuring that covered employees complete the required training no later than July 31st of each year.
- d. Individuals that have been identified as covered employees are responsible for:

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- (1) Monitoring and completing the mandatory training on an annual basis; and
 - (2) Ensuring the designated bureau official in their Executive Office receives a transcript or certificate of completion showing they have met the mandatory training requirement.
- e. FSI is responsible for providing the Work Life Division within the Office of Employee Relations (HR/ER/WLD) a semi-annual report of State employees, by bureau, who have completed the course "EX500 – Uniformed Services Employment and Reemployment Rights Act."

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